



Manager's Report

For Council Meeting 2/26/02

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Alvarenga Delao Construction	258 Meadows Lane NE	Carpenter
Another Time Antiques	32 S King Street	Retail - Antiques
Ball & Chain Productions	7 N King Street	Artist
Clasiscapes	203 Birch St NE	Landscaping
CMW Group Inc	15 N King Street	Architectural Firm
Concord Catering	718 Sentinel Dr NE	Catering
Crystal Creations	612 Stribling Ct SW	Crafts
Curves for Women (new owner)	305-L E Market St	Fitness Center
Fuchs Consulting Inc	502 Ayrlee Ave NW	Consulting
G Laverne Window Designs	738 Vermillion Dr NE	Decorating
J R's Cleaning Etc	68 Hancock Pl NE	Cleaning Service
Leesburg Auto Service	306 Industrial Ct Unit A	Auto Repair
Leesburg Theatre LLC	19 W Market St	Movie theatre
Nadel, Barbara	88 Heritage Way NE #103	Telemarketing
Retso Consultants	629 Nathan Pl NE	Bond Release
Silver Fox	32 S King St	Retail - Furniture
Wyatt Consulting	416 William ST NW	IT Consulting

HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
None		

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
None		

PLANNING AND ZONING

Current Planning

Current Planning Division Activity

Plans accepted for review during the period February 7, 2002 - February 19, 2002

- Carolyn Thomas/Leeland Heights Boundary Line Adjustment Sketch Plan (2 SFD lots), Delane Parks
- River Creek, Phase IX, Section 1, LandBay "K" Construction Drawings (County Referral), Delane Parks
- Potomac Crossing, Section 10 Rough Grading Plan, John Johnston
- Potomac Crossing, Section 10 Final Plat (154 THs), John Johnston
- Richlynn Development Minor Subdivision Plat and Deed (2 lot subdivision for 141,428 sq. ft. office), Nick Colonna
- Spring Lakes, Phase II Sanitary Sewer & Water Easement Plat (County Referral), Delane Parks
- Stratford Parcels, A-1 & A-2 Boundary Line Adjustment Plat and Deed (2 lot subdivision for open space & SWM), John Johnston
- Edwards Landing, Phase 3 Final Plat and Deed (76 SFD lots), Nick Colonna
- Stowers, Section 1, Lots 65A, 66A and Outlot 2A Boundary Line Adjustment Plat and Deed (2 SFD lots and 1 open space lot), Nick Colonna
- Potomac Crossing, Section 9 Final Plat (42 SFD lots), John Johnston
- Potomac Station/Battlefield Parkway (Potomac Station Retail LLC) Dedication and Easement Plat RPA-543-LC, Delane Parks
- Potomac Station/Battlefield Parkway (Etablissement Forestier) Dedication and Easement Plat RPA-460-LC, Delane Parks
- Potomac Crossing, Section 10 (Section 1H & Parcel 1A) Easement Plat, John Johnston
- Potomac Crossing, Section 10 (Edwards Landing LLC) Easement Plat 4094-OSE, John Johnston
- Penn Property/Vet Clinic Sketch Plan, John Johnston
- Stratford-Ryland Lake Facility Construction Drawings, John Johnston
- Middleburg Bank, Chelsea Outlet Mall, P/F Development Plan, Nick Colonna
- 202 Wirt Street (Burnett & Williams) Sketch Plan (office building), Delane Parks
- EDC-related Assignments, Nick Colonna
- Traffic Task Force, Nick Colonna
- Environmental Advisory Committee, John Johnston
- Leadership Agenda Committee, Delane Parks
- High Performance Organization (HPO), Delane Parks, Nick Colonna, John Johnston, Rotating Assignments

Plans reviewed during the period February 7, 2002 - February 19, 2002

- Carolyn Thomas/Leeland Heights Boundary Line Adjustment Sketch Plan (2 SFD lots), Delane Parks
- River Creek, Phase IX, Section 1, LandBay "K" Construction Drawings (County Referral), Delane Parks
- Spring Lakes, Phase II Sanitary Sewer & Water Easement Plat (County Referral), Delane Parks
- 202 Wirt Street (Burnett & Williams) Sketch Plan (office building), Delane Parks
- Penn Property/Vet Clinic Sketch Plan, John Johnston
- FAA @ Route 7 Lighting Plan, John Johnston
- Stratford-Ryland Stormwater Management Pond Final Development Plan, John Johnston
- Potomac Station/Battlefield Parkway (Potomac Station Retail LLC) Dedication and Easement Plat RPA-543-LC, Delane Parks
- Potomac Station/Battlefield Parkway (Etablissement Forestier) Dedication and Easement Plat RPA-460-LC, Delane Parks

- Potomac Crossing, Section 10 (Section 1H & Parcel 1A) Easement Plat, John Johnston
- Potomac Crossing, Section 10 (Edwards Landing LLC) Easement Plat 4094-OSE, John Johnston
- Middleburg Bank, Chelsea Outlet Mall, P/F Development Plan, Nick Colonna
- McKinley Office Building P/F Development Plan (25,584 sq. ft. office), Nick Colonna
- EDC-related Assignments, Nick Colonna
- Traffic Task Force, Nick Colonna
- Environmental Advisory Committee, John Johnston
- Leadership Agenda Committee, Delane Parks
- High Performance Organization (HPO), Delane Parks, Nick Colonna, John Johnston, Rotating Assignments

Comprehensive Planning**Special Exceptions**

SE 2001-09: Lot 11, Cardinal Industrial Park – For a vehicle display/parking lot. Public hearing before the Planning Commission to be held March 7, 2002.

SE 2001-10: Lot 4, Cardinal Industrial Park – For an auto body/vehicle service shop at intersection of Cardinal Park Drive and Trailview Blvd. Public hearing before the Planning Commission to be held March 7, 2002.

SE 2001-07: Tires Plus – Leesburg Park Shopping Center, For a vehicle service facility, south of Edwards Ferry Road, across from Sheetz. Public hearing before the Planning Commission to be held March 21, 2002.

SE 2001-05: Jerry's Chevrolet/Oldsobile – For a vehicle sales/rental/and service center, adjacent to CVS on Market Street. Public hearing before the Town Council held February 26, 2002. Scheduled to vote March 12, 2002.

SE 2001-08: Leesburg Station Auto Wash, on Catocin Square next to the Leesburg Volunteer Rescue Squad and WO&D Trail. Public hearing before the Planning Commission held on February 7, 2002. Public hearing before the Town Council scheduled for March 26, 2002, with preview scheduled for March 11, 2002.

Rezoning

Stratford Concept Plan and Proffer Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview has been tentatively scheduled for March 21, 2002.

Hawkins: The applicant has resubmitted information for this case. The Planning Commission public hearing is scheduled for April 18, 2002.

Stratford Proffer Amendment: Request to increase the height of the apartment buildings from 45 feet in height to 52 feet in height. Public hearing before the Planning Commission held February 21, 2002. Planning Commission scheduled to vote on recommendation March 7, 2002. Meetings before Town Council not yet scheduled.

ZONING PERMITS ISSUED 02-175-02-236**Zoning Permits Residential**

Potomac Station 6 SFD @ \$105,000

Exeter Hills SFD 1 @ \$100,000
Potomac Crossing 2 SFD @ \$105,000
Beauregard Heights 1 SFD @ \$125,000

Zoning Permits Commercial

211 Fort Evans Road NE Middleburg Bank w/ Drive-thru @ \$700,000
12 South King Street Interior Fit up Loudoun County Offices \$260,000
101 Masons Lane SE Amateur Radio Tower

Occupancy Permits Residential

Fairview 1 SFD
Potomac Station 13 SFD 2 SFA
Woodlea Manor 1 SFD
Potomac Crossing 2 SFD
Tavistock Farms SFA 4
Evergreen Meadows 3 SFD
Edwards Landing 15 SFA
Beauregard Heights 1 SFD
Kincaid Forest 2 SFA
Gateway Condos 18 units

Occupancy Permits Commercial

1001 Sycolin Rd. Leesburg Airport 2
241 Ft. Evans Rd. Suite 1525 Fashion Jewelry Warehouse
521 & 523 Constellation Square Common Area 2

Water & Sewer Administration

During this time frame 16 work orders were processed for meter set requests and 29 Public Facility Permits were issued totaling \$267,373.00.

Capital Projects Update

- Cardinal Park Sewer – Contractor has deployed a second crew and has begun work in other areas. The Cardinal Park portion is slow due to high traffic in the area.
- Evergreen Mill Forcemain plans have been submitted and reviewed by all town agencies. Comments will be forwarded to the engineer in a few days.
- The tank study project is progressing well. We are now waiting for the results of the computer model calibration.
- The FAA has approved the water storage tank site that is proposed on the Shellhorn property.

Water Supply Division**Capital Projects Update****Water Treatment Plant (WTP) Upgrade to 10 MGD**

- Final completion was granted to the contractor on February 22, 2002.
- Approximately \$333,300.00 has been withheld by the town for liquidated damages.

WATER TREATMENT PLANT**BMU Project****BMU Project Construction Status**

Substantial Completion on the Solids Processing Building and Dryer was granted on February 26, 2002 and this system has been successfully operating for three weeks. Final completion of the extended date of September 14th agreed upon in the BMU Tender Agreement has not been achieved, and is anticipated in approximately 2 weeks. A number of change orders have delayed final completion and the contractor's request for a time extension is under review.

Biosolids Product Production

The production of Tuscarora Turf Builder has met all regulatory requirements for classification as an *Exceptional Quality* biosolids product as defined by the U.S. EPA and Virginia Health Department (VDH), including pathogen, contaminant and vector requirements. Final contingencies to the distribution of this product to town citizens and property include transmittal of analysis data to VDH, approval of the revised WPCD Solids Management Plan, finalizing the product brochure and logistical issues related to distribution.

Utility Lines Division**Training**

- Held training session on water meter programming at shop.
- Pumper & Cleaner Expo training attended by Rick Schooley, Hank Woodward, Jamie Morin & Mark Baker in Nashville, TN.
- Perform valve exercises in the southwest section of Town.
- Performing leak detection on North St. & Woodberry.
- Held safety meeting at shop (Book #2 – General Safety.)

TOWN OF LEESBURG

Full-time positions being recruited as of February 22, 2002

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Reject
Executive	1	Management Intern	5/1/02	√	√	√			
Econ Dev	1	Econ Dev Director	5/7/01	√	√				
	1	Admin Secretary	3/9/01	√	√	On hold			
Eng & PW	1	Sr Engineer – Plan Review	11/30/01	√	√				
	1	Sr Engineer – Plan Review	12/14/01	√	√				
	1	Sr Engineer – Cap Proj	10/23/01	√	√	√	√		
	1	Construction Inspector	3/1/02	√	√	√	√		
	1	Maintenance Worker II	11/1/01	√	√	√	√	√	√
P&Z	1	Director of P&Z	8/4/01	√	√	√			
Police	1	Communications Tech I	8/1/01	√	√	√	√	√	√
TOTAL	10								

*Construction Inspector has been promoted to Assistant Superintendent Streets, effective the date of hire for his replacement.

R.S. Noe